

VSA Assignment Description

Assignment Title	Business Adviser
Assignment Modality	Blended
Assignment Number	42004
Country	Vanuatu
Location	Tanna
Partner Organisation	Nasi Tuan
Duration	6 months in-country, 3 months e-volunteer

Sustainable Development Goals



Business Development Partner



1. Partner Organisation Overview

Nasi Tuan is a not for profit, community development organisation that believes in empowering communities to mobilise their own strategies to end poverty and hardship. Nasi Tuan seeks to empower local communities through seeking sustainable solutions that utilise local resources and expertise. Nasi Tuan was started in 2010 by a group of community leaders in Loweao, central Tanna. The organisation has two divisions. The first division is a charitable association that accesses donor funding to undertake community development projects. This is largely focused in the agricultural sector focusing on livelihoods and food security. Nasi Tuan provides training and farmer support and has been involved in multiple agricultural disaster recovery projects. The second division is a community company called Tanna Gardens. This is a social enterprise established to provide market access to small holder farmers and support producer groups. The enterprise purchases local produce at the farm gate and processes local products selling them into commercial markets.

2. Assignment Overview

Nasi Tuan recognises the need to strengthen their organisation through the development of realistic and sustainable business strategies, plans and processes, and for key staff to be mentored in business management.

A volunteer will assist through advising on day-to-day systems and processes to support the implementation of a business plan as well as providing advice on financial management and planning.

This is a blended assignment with the volunteer being Tanna based for 6 months and continuing support as a part-time e-volunteer from New Zealand (5-20hours per week) for a 3-month period after being in-country. It is expected that the aspects of writing a business and marketing plan could be completed as an e-volunteer, as well as provision of on-going support and advice.

3. Goal/Outcomes/Outputs

Goal

Nasi Tuan's business management, planning, and tracking systems are more effective, enabling it to improve market access to small holder farmers and support producer groups.

Outcome 1

Staff have improved business knowledge and skills.

- Provide on-the-job coaching and mentoring to the Business Manager and other staff as part of day-to-day business activities
- Assist to establish simple tracking systems for staff to use, such as sales, inventory, stocks, tracing raw products from farm to factory, food safety and handling
- Assist to strengthen business governance within the Nasi Tuan Board
- Advise on day-to-day systems and processes to support the implementation of the business plan (such as customer relationships, HR, plant and equipment maintenance, production planning and linking with key producers).
- Advise on financial management and planning (reporting, cash flow, financial planning).

Outcome 2

A five-year business plan and marketing strategy is developed and finalised.

- Review the existing Tanna Gardens business plan and marketing strategy
- Develop new business strategies and plans in consultation with stakeholders
- Report against the agreed goals and strategies and adjust as needed

Outcome 3

Additional domestic and export markets are established.

- Assist develop long-term contracts with existing buyers in domestic and export markets
- Assist Tanna Gardens to identify and connect to new customers
- Identify value chain process improvement including logistics, consistency of supply and distribution to customers

4. Reporting, Working Relationships and Capacity Building

Capacity building will be achieved through the volunteer working alongside business staff on a daily basis sharing their knowledge and skills and providing guidance on best business practices. Workshops could potentially be provided on identified topics where required.

The volunteer will report directly to the Managing Director. The volunteer will be accountable to the Managing Director, The Chief Operation Officer (COO) and Executive Board. On a day-to-day basis, the volunteer will predominately work with the Acting Business Manager, processing staff, finance staff, and the Managing Director.

For the e-component of the assignment Teams and/or Zoom will be used for online communication.

The volunteer and Nasi Tuan will have an ongoing relationship with the VSA Programme Manager in terms of assignment monitoring, reporting, professional advice and personal support.

As needs on the ground may change over time, the volunteer is encouraged to review and update the Assignment Description on arrival in consultation with the partner organisation and VSA Programme Manager. By their very nature, development situations can involve significant change, so it is advisable that the volunteer periodically reviews and reflects on the Assignment Description throughout the Assignment to ensure the best development outcomes are being achieved.

5. Selection Criteria/Position Requirements

Professional Specifications

Essential

- Experience and skills in agriculture business management
- Experience in marketing and financial management
- Experience in strategic planning

Desirable

- 5 years' experience working in a business with the full value chain from production to post harvest, processing, packaging and commercialisation.
- Some experience in tourism and hospitality (Tanna gardens has a small café and is starting agritourism with a plant to cup coffee tour)

Personal Specifications

Essential

- Willing to live in a rural area,
- Willing to work with staff with different education and cultural background
- Willing to support resolution of issues identified within the workplace and allow collective decision on action taken.

Desirable

- Previous experience in Vanuatu or Pacific Island country

6. VSA Essential Attributes

- Commitment to volunteering, to VSA and to the partner organisation
- Cross cultural awareness
- Adaptability and a willingness to approach change or newness positively
- Able to form good relationships, both personally and professionally, with work colleagues and in the community
- Resilience and an ability to manage setbacks
- Initiative and resourcefulness
- An ability to facilitate learning through skills exchange

7. Country Context

For more information about Vanuatu, see the VSA Website [here](#).

8. Living and Working Situation

Nasi Tuan is based on Tanna Island near the domestic airport, about 15 minutes from the main town of Lenakel. Nasi Tuan has around 20 employees who work across the NGO (Nasi Tuan) and Enterprise (Tanna Gardens). The office is at the coffee processing facility where coffee and peanuts are roasted on-site and there is a small café that sells espresso coffee and snacks. The office is air-conditioned and has satellite internet (suitable for video calls etc). Sited on the main road there are local transport options, although company vehicles are often used for dropping off and picking up of staff.

Your accommodation will be at or near to Nasi Tuan property.

Additional Information

Residency status

VSA volunteers must be New Zealand citizens or have New Zealand permanent residency status, and currently living in NZ.

Pre-departure briefing

As part of the volunteer's contract, successful candidates will be required to take part in a pre-departure briefing course run by VSA in Wellington and complete all required pre-reading.

Final appointment

Final appointment will be subject to satisfactory medical and immigration clearances (costs covered by VSA), partner organisation acceptance, and successful completion of the pre-departure briefing course.

Family status

VSA supports partners to accompany volunteers on assignments of six months or longer. However, volunteers with accompanying dependents will not be considered for this assignment.

Fundraising

VSA funding stakeholders are both the Ministry of Foreign Affairs and Trade (MFAT) and donors. We ask volunteers and accompanying partners to fundraise to help cover the cost of sending volunteers throughout the Pacific and beyond. Fundraising can be as simple as doing something you enjoy with a group or friends, and our Fundraising team is available to help you every step of the way.

Vaccination requirements

Potential volunteers are advised that VSA's insurers require volunteers to be vaccinated, prior to departure, in accordance with the instructions of VSA's medical adviser. VSA covers the cost of any required vaccinations.

Children's Act

While on assignment, VSA volunteers may be required to work with children and/or may choose to participate in informal activities in their own time that involve interactions with children (such as coaching teams or teaching English). VSA is committed to the protection of vulnerable children and adults, which also includes meeting our commitment under the Children's Act 2014.

The information requested during the application process is necessary to assist VSA to determine applicant suitability to work and/or interact regularly with children and is part of a series of pre-selection checks undertaken on all applicants for VSA assignments.

Volunteer package

The volunteer's package includes the following:

Reimbursements and grants

The volunteer will receive a monthly living allowance of VUV107,580 during time they are in-country, and a monthly allowance of NZD\$90 during those times they are e-volunteering.

In addition, during those periods in-country the volunteer will receive:

Accommodation

Basic, comfortable furnished accommodation will be sourced by VSA. In some circumstances volunteers may be asked to share accommodation.

Airfares and baggage allowance

VSA will provide the volunteer with economy airfares to and from New Zealand for their assignment plus a baggage allowance.

Insurance

VSA will provide travel insurance to cover baggage and personal property, and non-routine medical expenses for the duration of the assignment. Further details of the insurance cover will be provided during the volunteer pre-departure briefing.

Utilities

VSA will reimburse volunteers reasonable expenses for household utilities while on assignment.

Final terms and conditions relating to the specific volunteer assignment will be confirmed in a personalised volunteer contract.